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15 June 1960

MEMORANDUM FOR: Director of Security

SUBJECT : Office of Security Statistical Report
for MAY 1960

1. The attached tables and charts reflect some of the activities of certain components of the office during MAY 1960.
2. The statistics in the tables are compiled by the components concerned and refer to the current month.
3. The charts are prepared in this office from the statistics in the tables and afford a means of comparing the various accomplishments, workloads, and activities from the beginning of the current year to date.
4. Following are noteworthy items for the month:

25X1A



d. Effective 27 May the Overseas Competitive Promotion was discontinued. Overseas personnel will henceforth be rated by the Panel under whose jurisdiction the person last served before departing for overseas. His rating will be integrated with the ratings of the component in which he last served.

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25X1A9a

Executive Officer

TAB

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LIST OF TABLES AND CHARTS

<u>TABLE</u>	<u>CHART</u>	
A		Status of Overt and Semi-Covert Cases
A-1		Identification of Other Full Field Investigative Cases Received
	1	Overt & Semi-Covert Cases Received
	2	T/O Staff Applicant Cases Received, Appvd., Pending
B		Record of MSP Panel Cases
C		Time Factors in Processing Overt & Semi-Covert Cases
	3	Processing Time of "Applicant Type" Cases
	4	"Applicant Type" Cases pending Over 90 Days
D	25X1A	
	5	Covert Cases Received
	6	
E	25X1A	Status of Full Field Investigations
	7	Full Field Investigative Cases Received
	8	Full Field Investigations Pending
F	25X1A13c	
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	10	
H		Physical Security Activities
	11	Agency Security Violations

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OFFICE OF SECURITY

STATUS OF OVERT AND SEMI-COVERT CASES

Month of May 19 60

TYPE OF CASE	PEND Beginning of Month	RECD During Month	PROCESSED					PENDING	
			Appd	Dis- Appd	Can- celed	Other Action	Total	Defd	Reg
1. APPLICANT TYPE									
a. T/O Staff Applicants	536	220	178	13	*40	16	247	23	486
b. Other Full Fld. Inves.	745	285	247	5	*25	34	311	--	719
Totals	1281	505	425	18	65	50	558	23	1205
	2448	584					712	-	2320
	143	26					16	-	153
	Totals	2591	610					728	-
3. CLASSIFIED PROCUREMENT	648	239	279	1	0	0	280	-	607
4. TECHNICAL CONTACTS	120	11	24	0	0	0	24	-	107
5. ADMIN. SUPPORT	1004	40	347	0	0	0	347	-	697
6. MISCELLANEOUS	67	43	30	1	0	0	31	-	79
Totals	1839	333	680	2	0	0	682	-	1490
GRAND TOTALS	5711	1448					1968	23	5168

* Of those cancelled, 2 cases (1 T/O, 1 Contract) were presented by the Office of Security to the Medical-Security-Personnel Review Panel for consideration.

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OFFICE OF SECURITY

Identification of Other Full Field Investigative Cases Received as

Shown in Table A under Item 1b

Month of May 1960

	Military Personnel -----	79
	Contract Type A -----	28
	Deferred Status -----	15
25X1A2g	[REDACTED] -----	4
FOIAb3b1	[REDACTED] -----	3
	Guard -----	23
	Employee Cases -----	14
	Contractor -----	20
	Consultant -----	2
	Medical Staff -----	4
	Summer -----	73
	GSA -----	19
25X1A	[REDACTED] -----	<u>1</u>
	Total ----	285

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TABLE A-1

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EXPLANATION OF CHART # 1

OVERT & SEMI-COVERT CASES

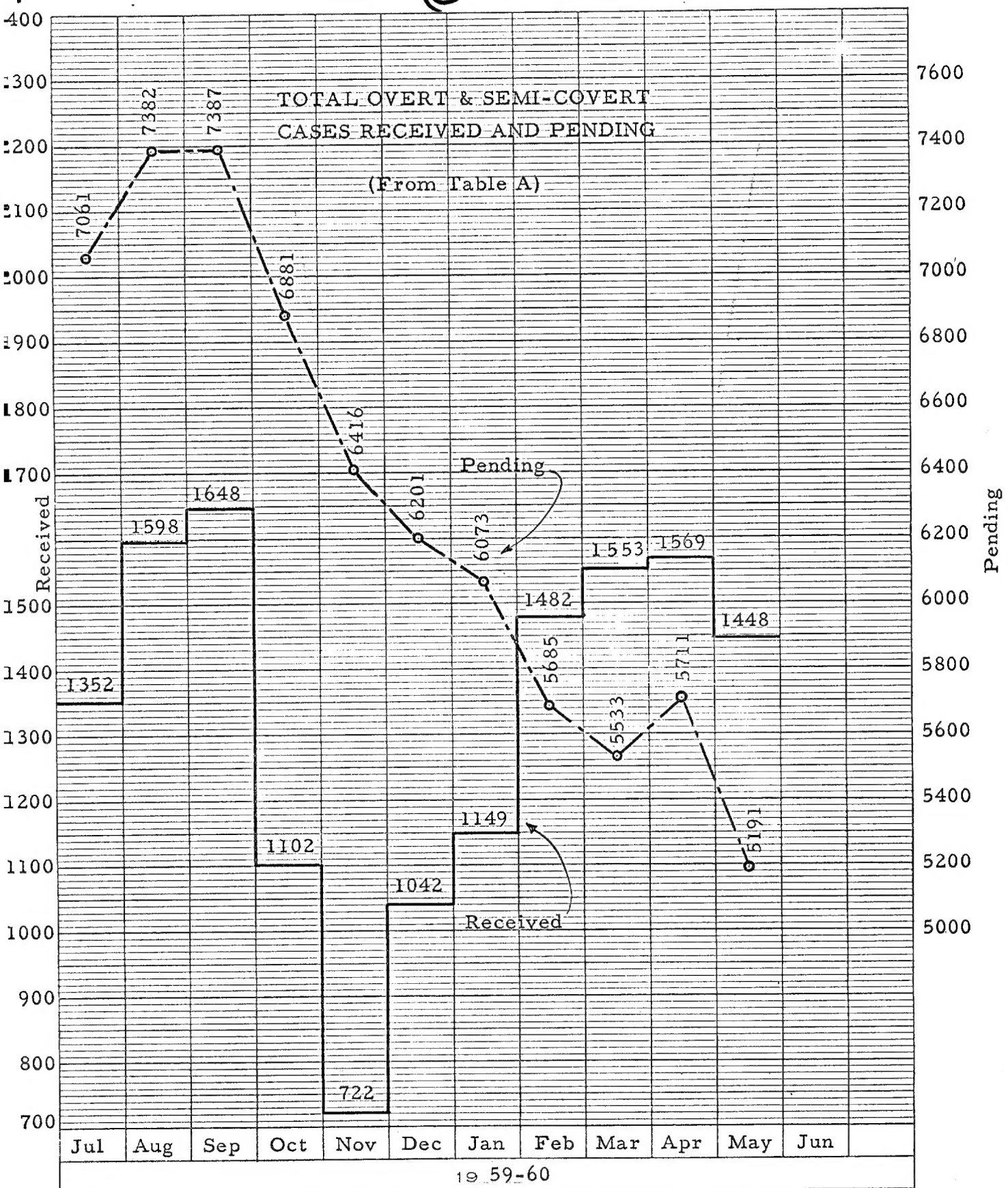
This Chart reflects statistics in Table A.

25X1D
25X1D
The solid line graph represents the total number of Overt & Semi-Covert Cases Received and the dot-dash line the total number Pending in the Office of Security for security clearance consideration. These include "T/O Staff Applicants" and "Other Full Field Investigative Cases", both of which normally require full field investigations. The latter category includes such types as consultants, staff type contract employees, military assignees, guards, char force, etc. Also included in the overall category of Overt & Semi-Covert Cases are cases not requiring full field investigations, but on which checks are made at the request of [REDACTED], and those on which checks are made on persons connected with the Agency Classified Procurement Program; also in addition are included Technical Contact, Administrative Support and miscellaneous cases handled in support of specific activities.

All cases received for security consideration are given National Agency Name Checks.

The full field investigative load contributed to by Overt & Semi-Covert Cases requiring such action is reflected in Table E and Charts 7 and 8.

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EXPLANATION OF CHART # 2

T/O STAFF APPLICANT CASES

This Chart reflects statistics in Table A.

solid

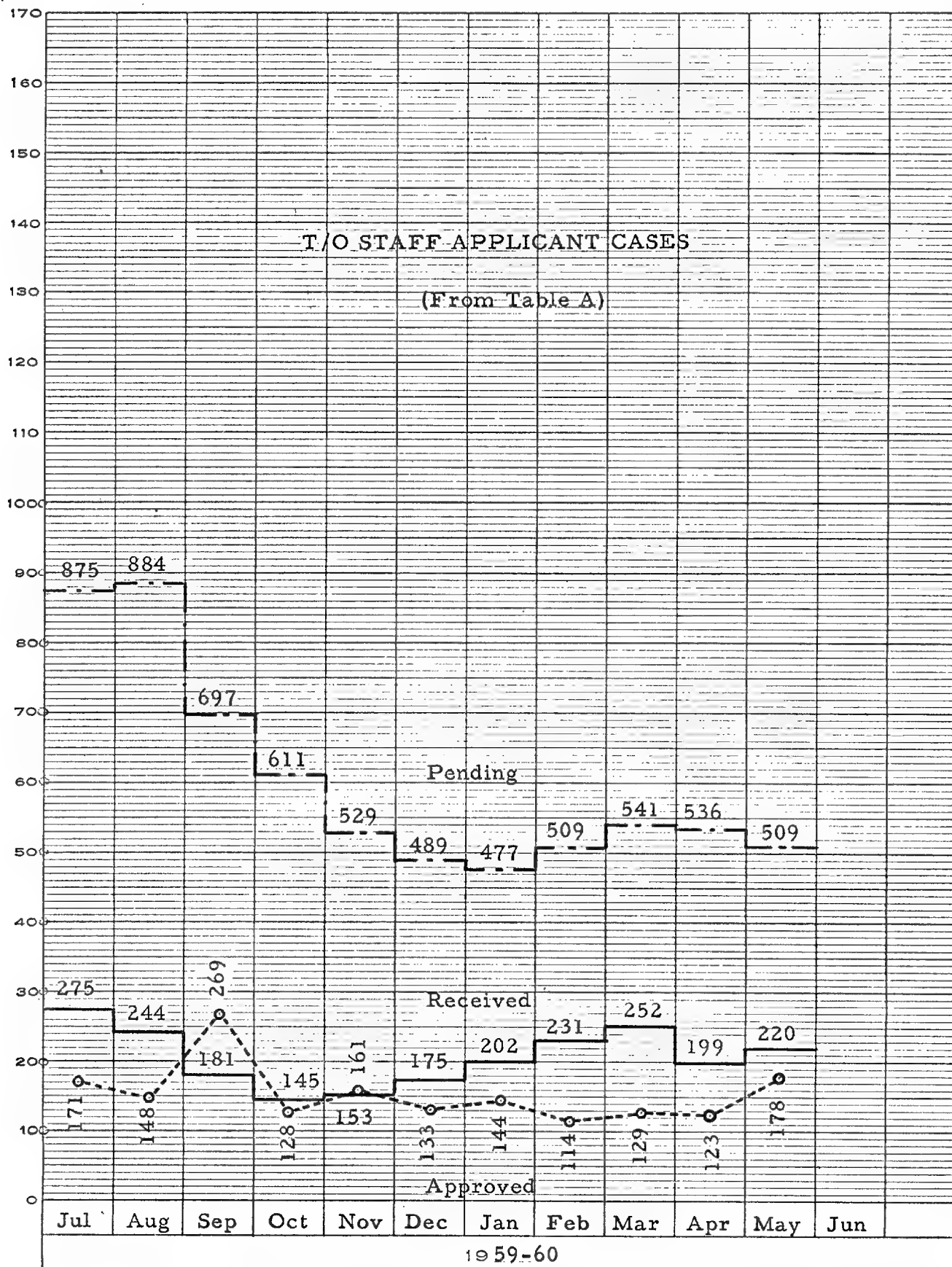
The ~~dot-dash~~ line graph represents the total T/O Staff Applicant Cases Received in the Office of Security for clearance consideration. These cases are included in the total Overt & Semi-Covert Cases shown in Chart # 1 but are shown separately here because of the particular interest of the Office and the Agency in the status of this type of case.

The dotted line graph represents the number of T/O Staff Applicant Cases Approved during the period.

dot-dash

The ~~solid~~ line graph represents the backlog of T/O Staff Applicant Cases Pending and on which a security determination or other action has not yet been taken. The cases may be in process, in investigation, in appraisal or in a deferred status. Total pending cases are not simply the difference between cases received and cases approved. Disapprovals, cancellations and other actions also affect the pending case load.

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Chart #2

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OFFICE OF SECURITY

RECORD OF
MEDICAL-SECURITY-PERSONNEL
REVIEW PANEL ACTIONS

Month of May 19 60

SOURCE	Pending 1st of Month	Received During Month	TOTAL	PROCESSED				Pending End of Month
				Approved	Disapproved	Cancelled	TOTAL	
Security	11	8	19	5	*2	0	7	12
Other*	2	3	5	0	**1	0	1	4
TOTAL	13	11	24	5	3	0	8	16

* One case is cancelled in the monthly report under T/O Staff applicants cancelled. The other is a Contract case cancelled under Other Full Field Investigation on the report.

** This case was approved by Panel in April 1960 and was re-presented by the Medical Staff this month.

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OFFICE OF SECURITY

TIME FACTORS IN PROCESSING OVERT & SEMI-COVERT CASES

Month of May 19 60

1. PROCESSING TIME (For <u>336</u> Regular Cases)			
Time required during month to process to Approval or Disapproval, "Applicant Type" cases received from Office of Personnel (Average number of Days):	DAYS in INVESTIGATION	DAYS in Research & APPRAISAL	TOTAL DAYS
	48	PSD SRD 5 6	59

2. ANALYSIS OF PROCESSING TIME	CASES
a. Less than 30 days	87
b. 31 to 60 days	81
c. 61 to 90 days	101
d. 91 to 120 days	61
e. 121 to 150 days	6
f. over 150 days	0

3. CASES PENDING OVER 90 DAYS	STATUS	
Number of "Applicant Type" cases received from Office of Personnel and pending more than 90 days	Deferred	Regular
	22	45
	Total 22	45

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TABLE C

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EXPLANATION OF CHART # 3

PROCESSING TIME OF "APPLICANT TYPE" CASES

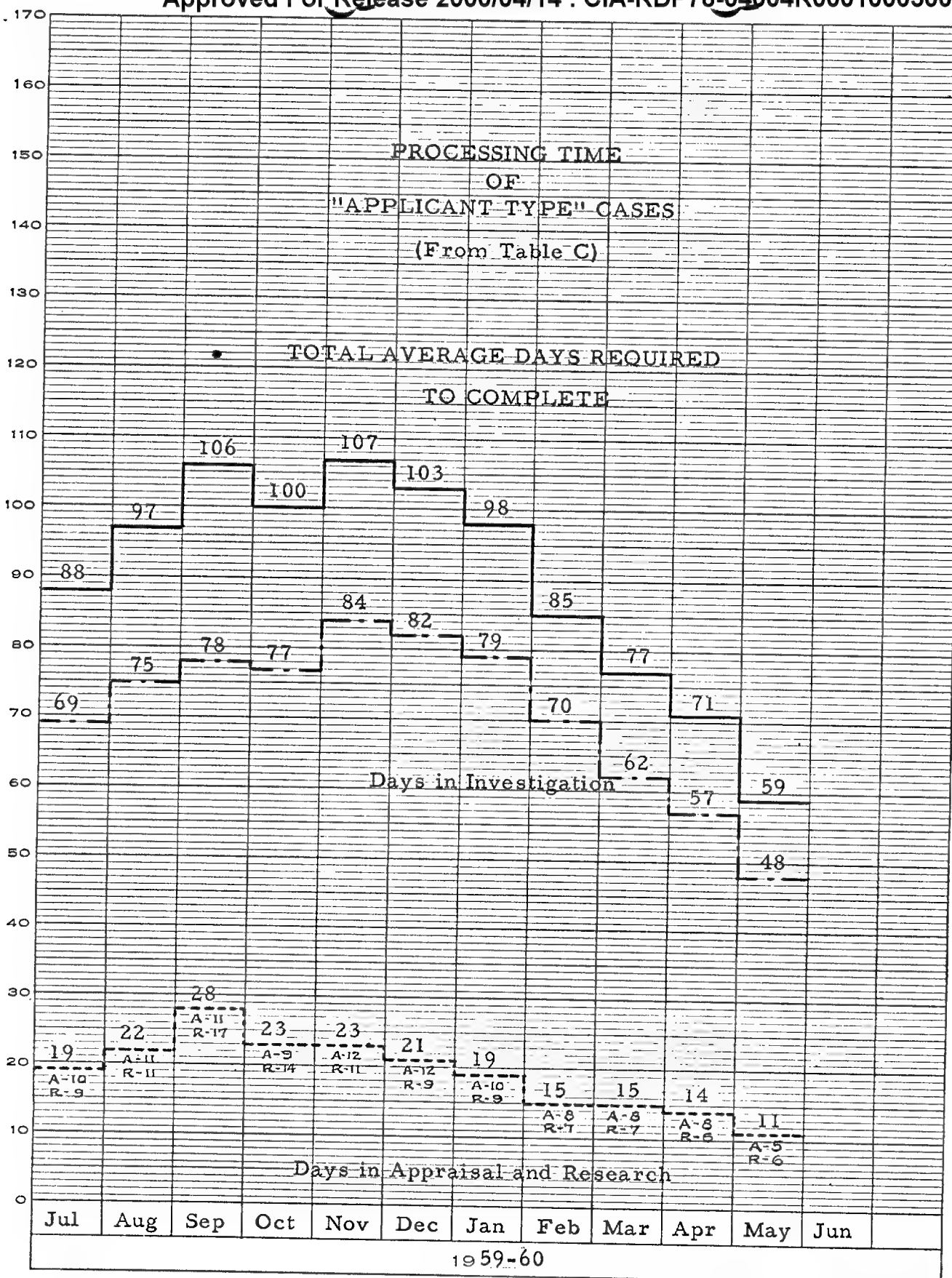
This Chart reflects statistics in Table C.

The three graphs as labeled are self-explanatory.

In order to arrive at statistics which reflect a realistic time factor in the processing of applicant cases and which are meaningful to those who have an interest in the processing of an average case, the time required to process an "Applicant Type" case is determined by confining consideration for these statistics to Regular Applicant, Consultant, and Military Assignee cases received from the Office of Personnel. Cases which would distort the averages by short processing time or those of a secondary priority nature which would unrealistically increase the average are not included.

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Chart #3

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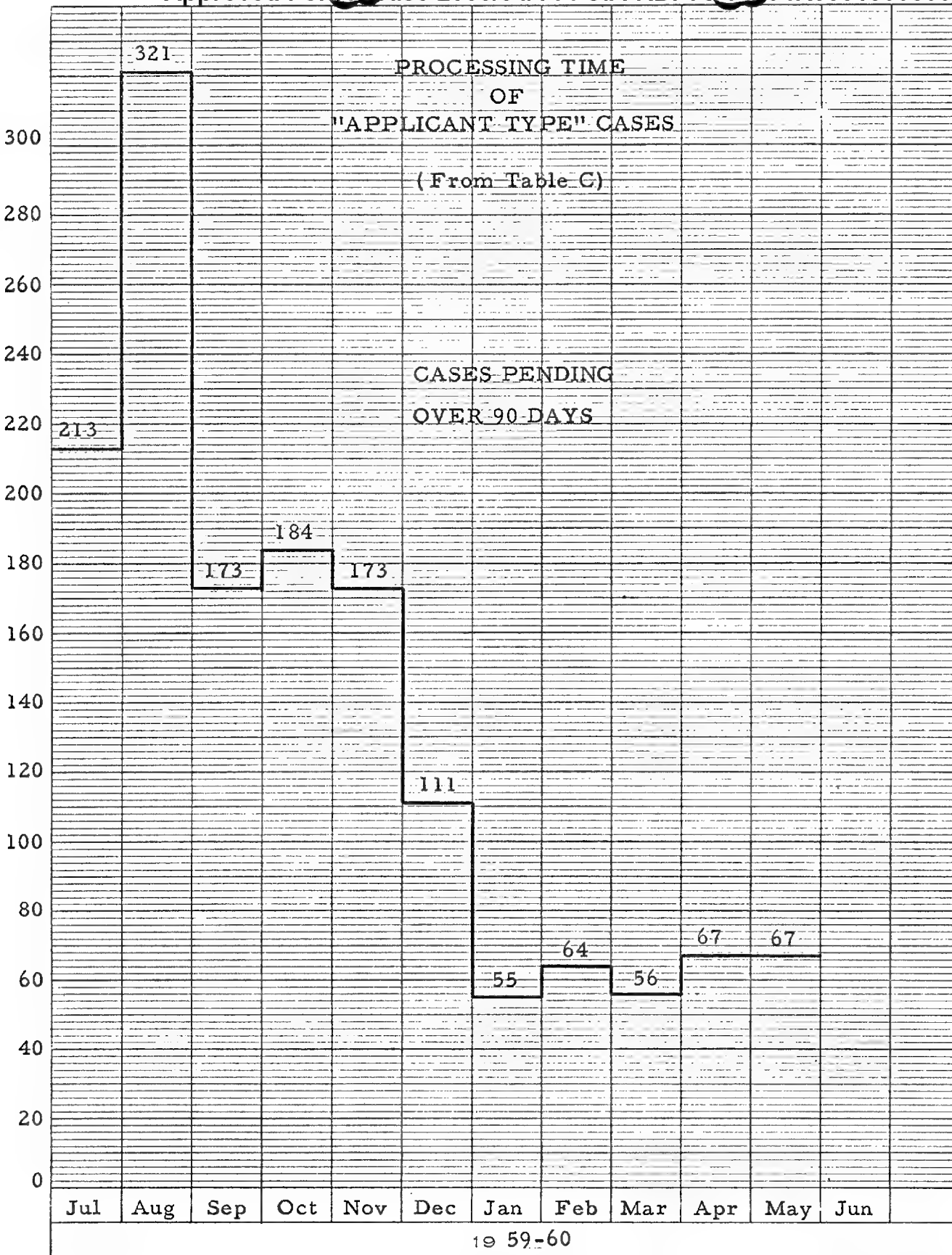
EXPLANATION OF CHART # 4

APPLICANT TYPE CASES PENDING OVER 90 DAYS

This Chart reflects statistics in Table C.

The solid line graph represents the number of "Applicant Type" cases which have been pending in the Office of Security for a period exceeding 90 days after having been received from the Office of Personnel for security clearances.

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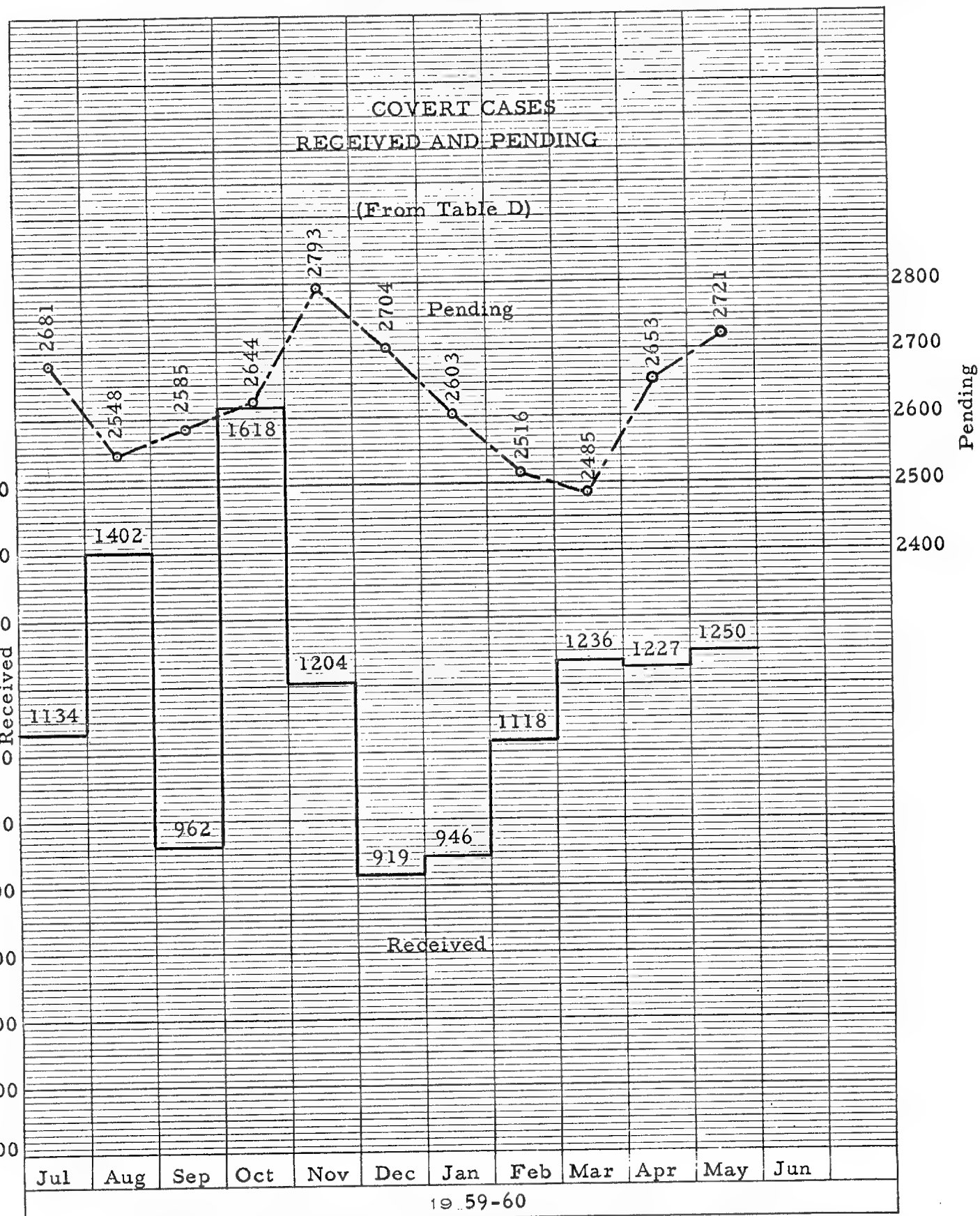


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OFFICE OF SECURITY

STATUS OF FIELD ACTIONS ON INVESTIGATIVE CASES

Month of May 1960

Cases for Full Field Investigation	Pending Beginning of Month	Received During Month	Completed During Month	Pending End of Month
Overt and Semi-Covert	1690	546	859	1377
Covert	1111	453	433	1131
TOTAL	2801	999	1292	2508

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EXPLANATION OF CHART # 7

FULL FIELD INVESTIGATIVE CASES RECEIVED

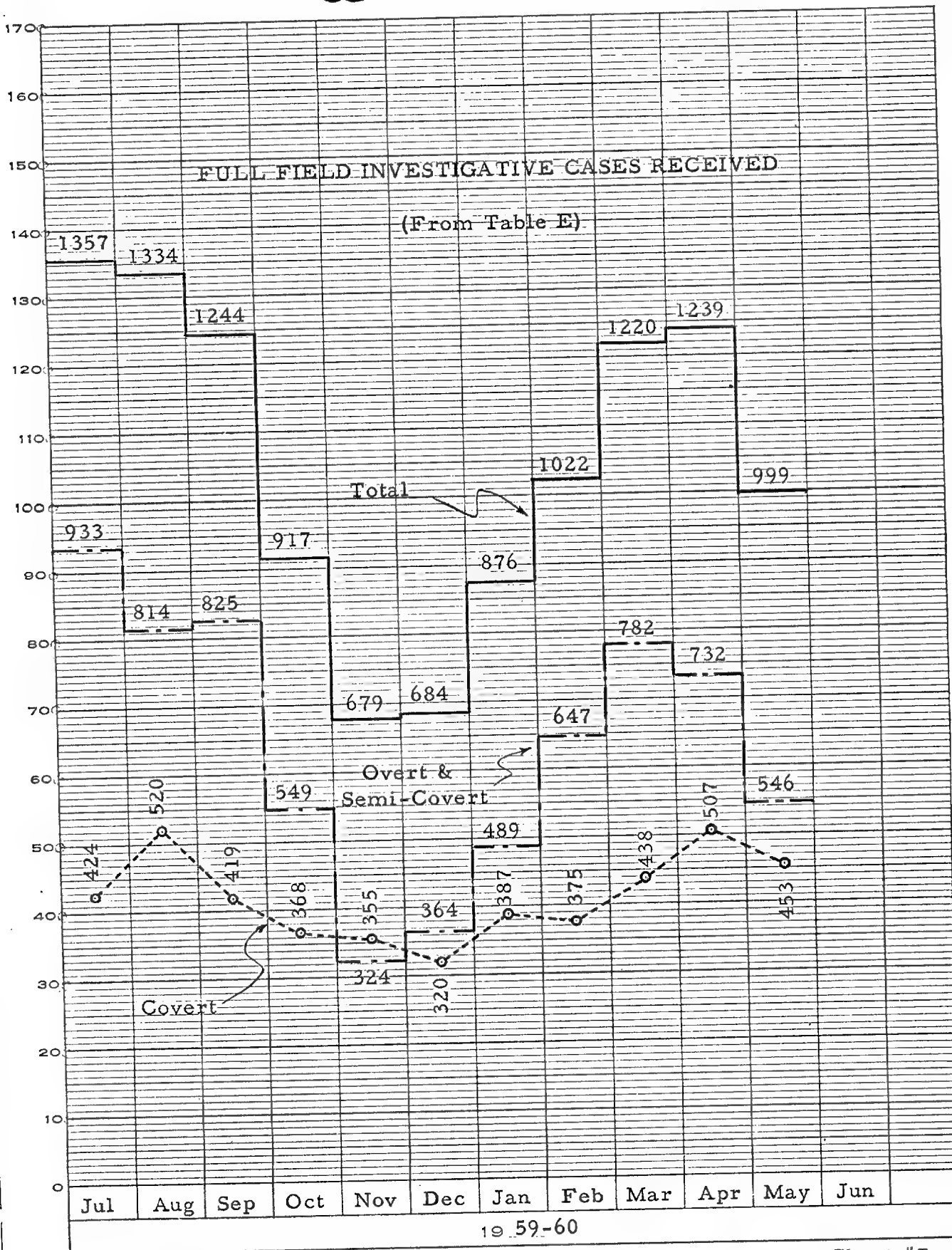
This Chart reflects statistics in Table E. They are representative of the types of cases reported in Tables A and D which require full field investigations and which have been processed to the field offices for action. Operational Support Activities are not included in these statistics.

The solid line graph represents the total number of Overt & Semi-Covert and Covert cases which have been received in the field for Full Field Investigations.

The dot-dash line graph represents the Overt & Semi-Covert cases included in the total.

The dotted line graph represents the Covert cases included in the total.

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Chart #7

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EXPLANATION OF CHART # 8

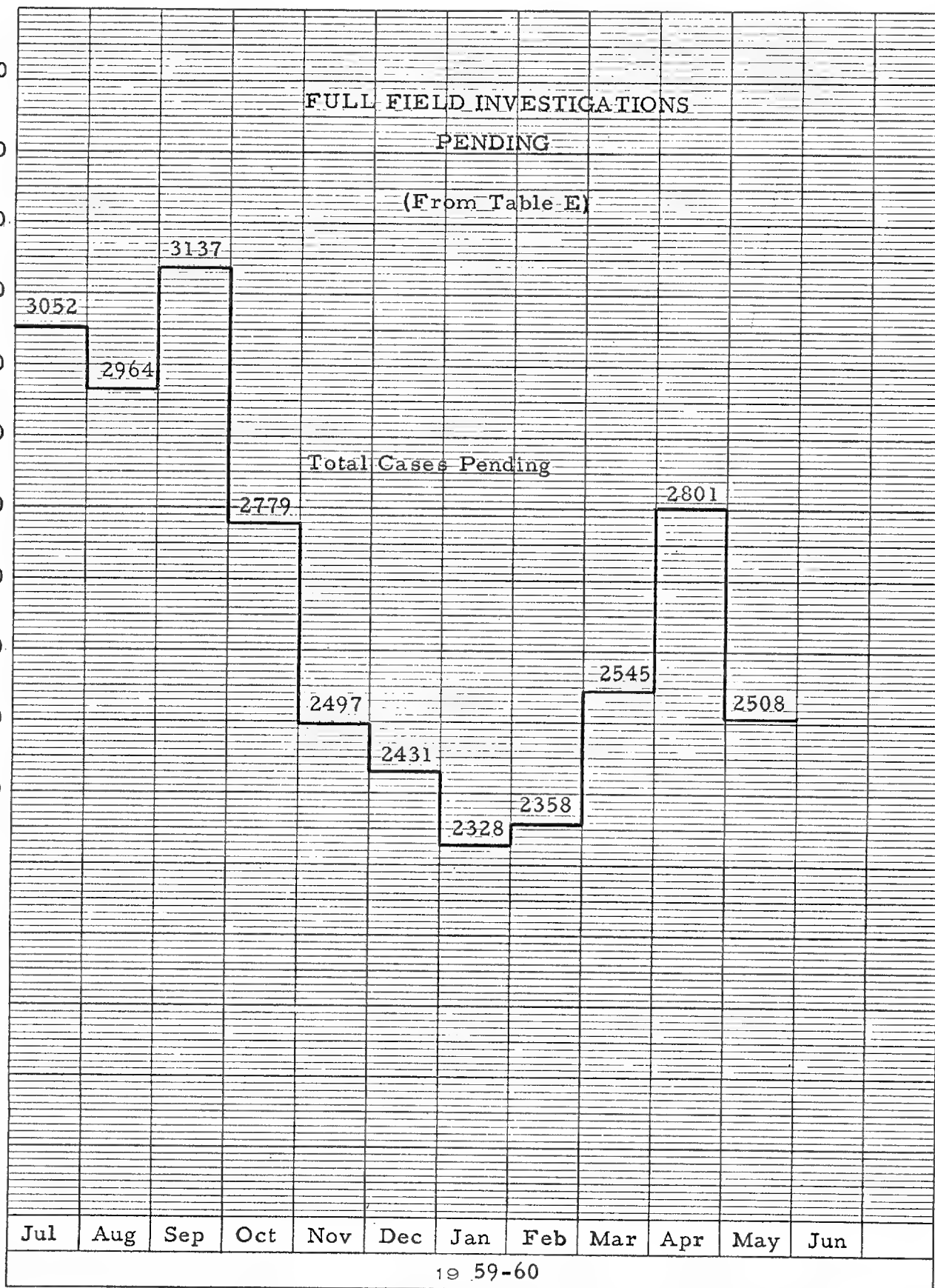
FULL FIELD INVESTIGATIONS PENDING

This Chart reflects statistics in Table E.

The solid line graph represents the total number of cases in the field pending full field investigations. It reflects the backlog of investigative cases.

Covert Operational Support cases are not included in these statistics.

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OFFICE OF SECURITY

CONTROL, SUPPORT AND SERVICE OF OVERT ACTIVITIES

Month of May 1960

ACTIVITY		ACTIONS
1. Requests for CIA record checks received from other agencies		3236
2. Security files reviewed in response to other agency requests (Requests pending over 10 days <u>122</u>)		185
3. Employee interviews (Returnees, Resignees, Official Travelers and Special)		373
4. Employees' transfer and reassignment actions reviewed		494
REQUESTS FOR APPROVAL OF:	Disapproved	Approved
5. Training at outside institutions	0	52
6. Private travel	0	30
7. Manuscripts, speeches, books, etc. (Total pages reviewed <u>567</u>)	0	22
8. Liaison contacts	12	802
9. Miscellaneous outside activities	0	297

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TABLE G

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OFFICE OF SECURITY
PHYSICAL SECURITY DIVISION ACTIVITIES
MAY 1960

I

Headquarters security violations reported, investigated and charged	<u>42</u>
Overseas security violations reported and charged	<u>31</u>
TOTAL	<u>73</u>
Alleged violations investigated and cleared (Hdqs. 9 Overseas 0)	<u>9</u>
Foreign physical security surveys completed	<u>0</u>
Domestic physical security surveys completed (4 major 1 minor)	<u>5</u>
Physical security guidance and support actions rendered at Headquarters for:	
Foreign Stations	<u>39</u>
Domestic Installations	<u>21</u>
Special foreign TDY physical security assignments (Man-days)	<u>24</u>
Special domestic TDY physical security assignments (Man-days)	<u>7</u>
Special security investigations completed	<u>8</u>
Special USIB investigations (Man-hours)	<u>60</u>
New Headquarters Building Studies	<u>5</u>

II

25X1A13d

Briefings and instruction in technical security

Overt personnel (Man-hours) 40

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PHYSICAL SECURITY DIVISION ACTIVITIES - MAY 1960

III

NSO night security inspections (offices)	<u>632</u>
Other security matters handled after-hours by NSOs	<u>1,879</u>
Safe combinations changed	<u>499</u>
Safes repaired	<u>405</u>
CIA identification processes performed	<u>68</u>
Regular, Limited, Special and Maintenance Employee (GSA) Badges Issued	<u>1,026</u>
Visitor passes issued (Total)	<u>8,780</u>

General

Processed by receptionists	4,902	
Processed by guards	1,309	
TOTAL	6,211	
Applicants	490	
Forgotten badges	491	
Deliveries	1,588	
Armed escort of classified material (Domestic trips) (Man-hours expended <u>91½</u>)		<u>4</u>

IV

Safety inspections and investigations	<u>15</u>
Safety briefings, meetings and conferences	<u>27</u>

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PHYSICAL SECURITY DIVISION ACTIVITIES - MAY 1960

New Building Site

Contract guards on duty	<u>20</u>
Permanent type photographic badges issued	<u>253</u>
One-day (non-photographic) badges issued	<u>1,268</u>

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EXPLANATION OF CHART # 11

AGENCY SECURITY VIOLATIONS

This Chart reflects statistics in Table H.

The solid line graph represents the total number of security violations charged in the Agency during the period. It is made up of the following:

Headquarters violations reported, investigated and charged, represented by the dot-dash graph line.

Overseas violations reported to headquarters and charged, represented by the dotted line graph.

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